

Information for Ordering Documents in a Closed Case from the U.S. National Archives

Cases filed in the United States Bankruptcy Court for the Western District of Kentucky are retained for an average of three months after they are closed, and are then shipped for storage to the NARA (National Archives & Records Administration) for the Southeast Region (Atlanta, Georgia). The NARA provides copies of documents in closed cases directly to those requesting copies. You may request copies by mail, e-mail or fax (they do not accept orders by phone). To order copies from the NARA, please use the directions below.

Step 1 - Acquire case information from the Federal Court.

For each case, the following information must be obtained from the Court, and will be sent to the NARA.

A member of the Clerk's Office has obtained the information for your case; it is listed below:

The city in which the Court is located:	LOUISVILLE, KENTUCKY
Case File Number:	
Case File Name:	
Accession Number:	
Location Number:	
Agency Box Number:	

Step 2: Select from the options listed below.

Identify whether you want the ENTIRE CONTENTS of the case file photocopied or a PACKAGE of selected documents:

_____ The ENTIRE CONTENTS of the case file. This option includes all the documents in the case file and costs \$35.00 for up to 70 pages. The cost is \$41.00 if you want the copies certified. If the case file exceeds 70 pages, the NARA can return the case to the Court for your review or charge 50 cents per page for copying.

_____ For bankruptcy case files, A PACKAGE containing the commonly requested documents listed below. This option includes one or more of the documents listed below (no substitutes will be accepted). Note that some files do not contain all of the documents listed. If you choose this PACKAGE, you will receive only the copies of the documents found in the file. Questions concerning file contents should be directed to the Court; however, please be advised that only basic case information can be supplied by the Court without additional charge. This PACKAGE costs \$10.00 for up to 20 copies (uncertified) or \$16.00 for up to 20 copies (certified).

- Final Decree, Order of Dismissal or Order of Discharge
- Debtor's Voluntary Petition

- Statement of All Liabilities of the Debtor
- Summary of Assets

Step 3: So that NARA can provide you with your copies, you will need to provide the following information:

Your Name:	
Address:	
City, State, and Zip Code	
Daytime Telephone Number:	
Fax Number (if you wish to receive copies by fax):	

Step 4: Pay for your copies

Make payment for the option chosen in Step2 (refer to this section for charges) by money order, personal check (payable to the National Archives Trust Fund, valid identification required), or by American Express, Discover, MasterCard, or VISA. If paying by credit card, you must provide the type of credit card, the account number, expiration date and the cardholder's authorized signature.

Step 5: Mail, E-mail or Fax Copy Request and Payment

Mail, E-mail or Fax the following information to the NARA:

- **the information from Step 1**
- **the information from Step 3**
- **payment or credit card information**

TO:

**NARA's Southeast Region
1557 St. Joseph Avenue
East Point, GA 30344-2593**

Fax Number: 404-763-7815

e-mail address: atlanta.reference@nara.gov

Your photocopies will be sent to you as soon as workload permits. If you want express service, please prepay the charges or provide your account number and name of the express company.

Your request and any fees will be returned to you if any of the following occur: the information provided in Step 1 is incorrect or incomplete; the name on the case file does not match the name requested; you fail to

enclose full credit card information or the amount of your payment is incorrect; or the charge to your credit card is declined.